


Completing Adobe Acrobat Forms

Make Sure Your Forms are Error Free

When you have completed an Acrobat form, use the Basic toolbar's Hand tool and test it out to make sure the user of the form will have no problem understanding how to fill in the form. When you place the HAND tool pointer over an interactive form field, the pointer icon changes from the Hand icon to the Pointing Hand icon. 

Editing Text on a Form

You can add or replace text only if the font used for that text is installed on your system. For this reason, you should use a text font that is commonly used on the college's computers when creating the Adobe Acrobat form. The ideal is to return to the authoring program, edit your document, export your document to PDF and then proceed to create the form fields again. If you for any reason need to edit the text on a form, and you are unable to return to the original authoring program, then you can do a limited amount of editing within the PDF program.

Edit text using the TouchUp Text tool

This method works best if you have only a small amount of text to edit.

1. Choose TOOLS > ADVANCED EDITING > TOUCHUP TEXT TOOL, or select the TOUCHUP TEXT TOOL in the ADVANCED EDITING toolbar.
2. Click in the text you want to edit. A bounding box outlines the selectable text.
3. Select the text you want to edit:
4. Drag to select characters, spaces, words, or a line.
5. Edit the text by doing one of the following:
 - Type new text to replace the selected text.
 - Press Delete, or choose Edit > Delete to remove the text.

If you get a message that the text is not compatible with editing, right-click on the text and click Properties on the context menu. You may need to select another font that is similar to the one you are editing.

Use the Touch Up Object Tool

Another method to edit text is to use the TOUCH UP OBJECT tool. This method requires that you have *Adobe Illustrator* installed on your computer. Note: If you don't have the same fonts installed on your system that were used in the original form, opening the file in *Illustrator* will cause font substitution. If you must edit the form, choose a typeface close to the original font that is installed on your system.

1. Click on text block with the TOUCH UP OBJECT tool.
2. Right-click text block on context menu, choose EDIT OBJECTS, then click YES.
3. By default, the text opens in *Adobe Illustrator*. When you select the text, you will notice the lines broken and the paragraph formatting is lost.
4. Open the Rulers and drag guidelines to the bounding area of the text block.
5. Select all the text.
6. Choose EDIT > CUT (short cut keys are: Ctrl+X or Cmd + X).
7. Click the TYPE tool in the TOOLBOX and draw a rectangle to the guidelines.
8. Choose Edit > Paste (short cut keys are: Ctrl+V or Cmd + V).
9. The text is reformed into a contiguous block and can now be edited with word wrap and paragraph controls. Edit the text as needed.
10. Choose FILE > SAVE (not SAVE AS).
11. Your edits are dynamically updated in the PDF document.

Editing Images on a Form

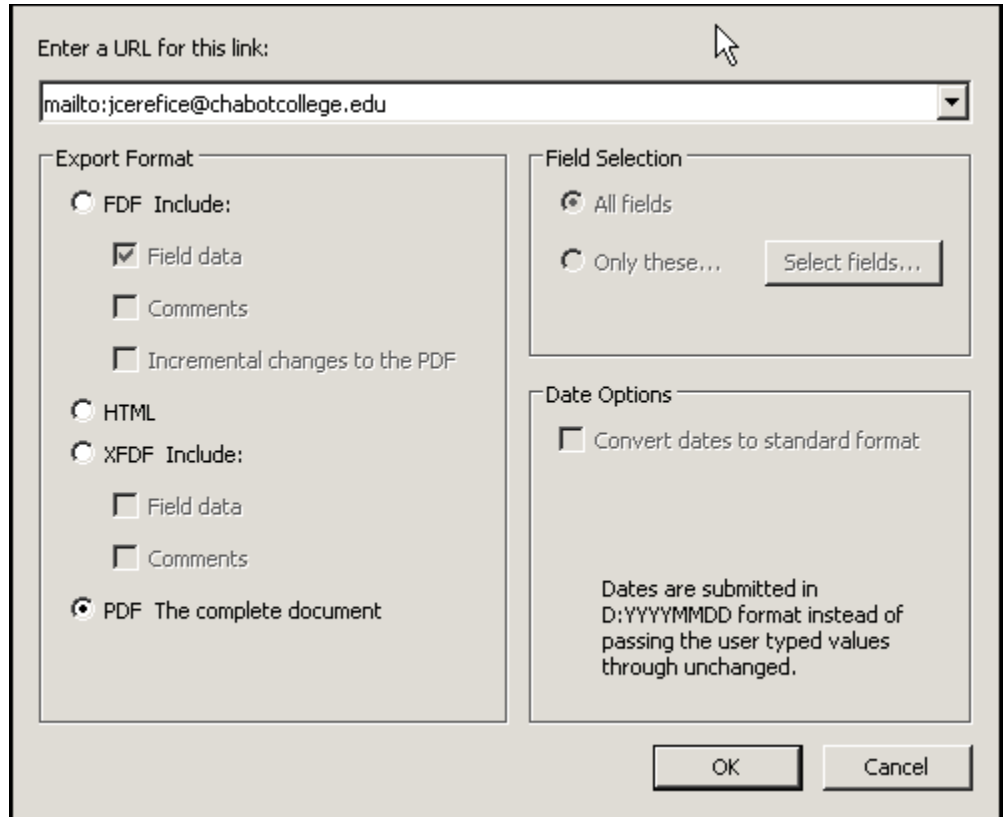
You can edit an image with the TOUCH-UP OBJECT tool if you have Adobe Photoshop on your computer. Do the following:

1. Click an image with the TOUCH-UP OBJECT tool.
2. Press the ALT/OPTION key and double-click the image. By default, the image opens in *Adobe Photoshop*.
3. Edit the image and click SAVE (not SAVE AS). Your edits are dynamically changed in the PDF document.

Submitting Forms to eMail Addresses

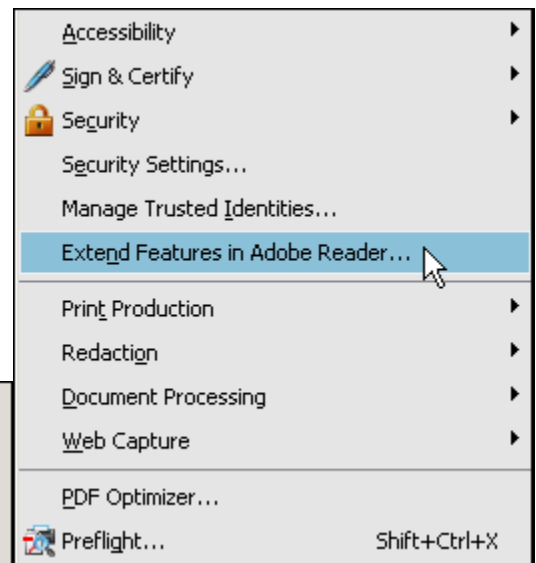
To create a SUBMIT form button, do the following:

1. Add a button on a form.
2. Open the button Field Properties dialog box and click the ACTIONS tab.
3. Choose SUBMIT A FORM from the SELECT ACTION drop down menu.
4. Click Add.
5. Type an eMail address in the top field in the Submit Form Selections dialog box. The syntax for the line of type is: `mailto:<The email address>`
6. Check the selection for PDF the complete document.
7. Click OK. Note: If you want the PDF returned to you by *Adobe Reader* users, be certain to enable the form with *Adobe Reader* usage rights before sending your form to *Reader* users.



Enable the Form with Adobe Reader Usage Rights

1. You must first get out of Form Edit mode and save the form.
2. Pull down the ADVANCED menu.
3. Click to select EXTEND FEATURES IN ADOBE READER.
4. When you select this command, you will see the notice pictured below.



The following features will become available for this document when opened in the free Adobe Reader.

- Save form data (for a fillable PDF form only)
- Commenting and drawing mark-up tools
- Sign an existing signature field
- Digitally sign the document anywhere on the page (not available for XML forms; only supported in Adobe Reader 8.0 or later)

Note: Once Reader Enabled, certain functions, such as editing document content or inserting and deleting pages, will be restricted.

Adding a Header or Footer to a PDF Document

If you have a multi-page PDF document (whether it is a form or other type of PDF document), you may want to add a header or a footer to the pages. If so, do as follows:

1. With your document saved and open in Adobe Acrobat 9 Pro, pull down the Document menu and pass your cursor over the Header & Footer command.
2. On the small submenu that opens, see the three choices: Add, Update, and Remove.
3. For your new document, choose Add.
4. You will see the Header & Footer dialog, pictured below.
5. The default margins are set at 0.5 inches for top and bottom margins and 1 inch for left and right margins.
6. If, for example, you want a footer to print at the bottom center of each page, then look in the preview portion of the dialog to see whether or not the footer will be sufficiently separated from the document text.
7. In the example illustrated below, the bottom margin was reduced to 0.4 inches, which will allow the footer to appear well below the document text.
8. Click OK to create your document footer.

Saved Settings: [Custom-not saved] Delete Save Settings...

Font
Name: Arial Size: 8 U ■

Margin (Inches)
Top: 0.5 Bottom: 0.4
Left: 1 Right: 1

[Appearance Options...](#)

Left Header Text Center Header Text Right Header Text

Left Footer Text Center Footer Text Right Footer Text

Page <<1>>

Insert Page Number Insert Date [Page Number and Date Format...](#)

Preview
Preview Page 1 of 3 [Page Range Options...](#)

Introduction to Adobe Acrobat 9
Methods for Creating PDF Files

you want. If you have Footnote or Endnote links, be sure to select this feature. Also, select the Enable Advanced Tagging feature.

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Restore Defaults OK Cancel Help

Page 1

Help OK Apply to Multiple Cancel